

REQUEST FOR PROPOSAL #2006-003

FOR

**AN ARCHITECTURAL DOCUMENTATION
OF KIT HOUSES MANUFACTURED BY
THE SEARS, ROEBUCK AND COMPANY
LOCATED WITHIN
THE CITIES OF NORFOLK, PORTSMOUTH, SUFFOLK, AND
VIRGINIA BEACH, VIRGINIA**

ISSUED BY

THE COMMONWEALTH OF VIRGINIA

**Department of Historic Resources (DHR)
Administrative Services Division
10 Courthouse Avenue
Petersburg, Virginia 23803**

REQUEST FOR PROPOSAL
RFP #2006-003

Issue Date: September 28, 2005

Title: An Architectural Documentation of Kit Houses Manufactured by Sears, Roebuck and Company Located Within the Cities of Norfolk, Portsmouth, Suffolk, and Virginia Beach

Commodity Code: 90700

Issuing Agency: Commonwealth of Virginia
Department of Historic Resources
Administrative Services Division
10 Courthouse Avenue
Petersburg, Virginia 23803

Location Where Work Will Be Performed: Cities of Norfolk, Portsmouth, Suffolk, and Virginia Beach, Virginia

Period of Contract: From Date of Award through May 31, 2006.

Sealed proposals will be received until **11:00 A.M., Tuesday, October 25, 2005**, for furnishing the services described herein.

All inquiries for information should be directed to:

Mrs. Linda W. Arrington, VCO
Procurement Officer
Department of Historic Resources
10 Courthouse Avenue
Petersburg, VA 23803
Tel.: (804) 863-1681
Fax: (804) 862-6196
Email: linda.arrington@dhr.virginia.gov

PROPOSALS SHOULD BE MAILED OR HAND DELIVERED TO:

Mrs. Linda W. Arrington, VCO
Procurement Officer
Department of Historic Resources
10 Courthouse Avenue
Petersburg, VA 23803
Tel: (804) 863-1681

In compliance with this Request for Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Name and Address of Firm:

_____ Zip Code _____

Date: _____

By: _____
(Signature in Ink)

Name: _____
(Please Print)

Title: _____

FEI/FIN NO: _____

Phone No. _____

E-mail: _____

Fax No. _____

Dunn and Bradstreet No. : _____

Size of Business (check one):	<input type="checkbox"/> Small	<input type="checkbox"/> Large
Minority-Owned (check one):	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Women-Owned (check one):	<input type="checkbox"/> Yes	<input type="checkbox"/> No

OPTIONAL PRE-PROPOSAL CONFERENCE: An optional pre-proposal conference will be held at **2:00 P.M. on Wednesday, October 12, 2005** in the Director's Conference Room, Department of Historic Resources, 2801 Kensington Avenue, Richmond, Virginia 23221.

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I. PURPOSE:

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals to establish a contract through competitive negotiation for the purchase of services by the Commonwealth of Virginia's Department of Historic Resources (DHR) to conduct field investigations and prepare architectural documentation on kit houses manufactured by Sears, Roebuck and Company, located in the cities of Norfolk, Portsmouth, Suffolk, and Virginia Beach (cities). A minimum of 160 properties will be documented at the reconnaissance level, and a minimum of eight will be documented at the intensive level. A survey report will be required for this project.

II. BACKGROUND:

In 2004, DHR entered into discussions with communities in the Tidewater area concerning interest in identifying and documenting Sears kit houses that survive in these communities, and agreed to enter into a formal agreement to share the cost of conducting a study of Sears kit houses. The importance of Sears kit houses in the development of residential neighborhoods and the role of this type of house in the expression and proliferation of popular architectural styles has continued to gain attention and appreciation during the recent past. The expectation is that this study will provide a base line of information about Sears kit houses in the Tidewater cities that are participating in this project, and will result in an analysis that will serve as a foundation for facilitating further research. Also, it is expected that this study will provide a model for conducting thematic architectural investigations in Virginia. It is anticipated that residential neighborhoods that experienced growth during the early to mid-twentieth century (1908-1940) in the cities participating in this project will be the focus of this study.

All administrative functions of this project will be the responsibility of DHR, including securing professional services to accomplish the work, and oversight of the project to ensure a product that will meet the needs and requirements of the cities and DHR, and that is delivered in a timely manner.

III. STATEMENT OF NEEDS:

The contractor shall furnish all labor and materials to conduct architectural documentation of a minimum of 160 properties at the reconnaissance level, and a minimum of eight properties at the intensive level, and to prepare a survey report. The architectural documentation carried out for this project shall be consistent with the procedures established by the *Secretary of the Interior's Guidelines for a Comprehensive Reconnaissance Survey*.

The contractor shall include in the survey report an inventory of all properties documented for this project. This inventory shall include information on each property, to consist of but not necessarily be limited to, the current address, date of construction (estimated if exact date not known), architectural style, name of Sears house model name where known, and a brief description. In addition, the contractor shall indicate in this inventory those properties that are listed in the National Register of Historic Places and Virginia Landmarks Register, if any. If they are listed as part of a historic district, the name of the district shall be provided, and the "contributing" or "non-contributing" status of the property as given in the historic district

nomination shall be included (if no status is listed in the nomination, this shall also be made clear).

In consultation with DHR and representatives from each of the four cities participating in this project, the contractor will select forty (40) properties to be documented at the reconnaissance level, and two (2) properties to be documented at the intensive level, in each of the four cities participating in this project. The contractor, DHR, and the cities' representatives will make these selections with the intention of representing the most complete range of architectural styles, types, and initial costs of Sears kit houses located in these communities, to provide the broadest possible cross sampling of examples of Sears kit houses.

A. SURVEY PRODUCTS

- 1. RECONNAISSANCE DOCUMENTATION FILES:** Each documentation form shall record a single property, including primary and secondary resources, and shall require a single documentation form.¹ The following materials shall be provided:

- a.** Two (2) sets of hard-copy reconnaissance-level documentation forms for each property documented (a minimum of 120 properties). The forms must adequately document each property. The contractor shall conduct data entry for these properties in the Data Sharing System (DSS) program used by DHR and local governments in Virginia. The documentation forms shall be printouts from the DSS program.

An adequate reconnaissance-level documentation form includes:

- 1.** A detailed physical description of the primary resource as well as a brief description of each of the secondary resources on the property (contributing and non-contributing).
 - 2.** A one- to three-sentence evaluation of the property, placing it in its historical and architectural context.
 - 3.** If the property is located in a historic district that is listed in the National Register of Historic Places or the Virginia Landmarks Register, or in an eligible or potentially eligible historic district, the form shall state whether the property and resources located on the property are considered to be contributing or non-contributing within the historic district.
 - b.** Two (2) sets of 3½" x 5" black and white, archivally stable photos shall accompany the documentation forms, placed in neatly labeled DHR photo

¹Property is defined as a geographic area that contains resources. Resource is defined as a building, structure, site, or object.

transparent sheets (4" x 6" black and white photos may be used if 3½" x 5" size photos cannot be obtained). The photos must adequately document the property, must be processed using black and white processing methods, shall have a glossy finish, and shall be labeled and packaged according to DHR requirements.

Adequate reconnaissance-level photographic documentation includes:

1. A minimum of two (2) exterior photos showing different views of the primary resource, including primary façade(s), and secondary facades if accessible; and
 2. A minimum of one (1) exterior photo per contributing secondary resource, or for a group of secondary resources if they are located close together.
 3. Photographs that sufficiently illustrate the architectural character of the resource(s). At least one (1) photograph shall be taken at close range, sufficient to show details of design, construction, or materials.
- c. Two (2) copies of a site plan sketch of each property (not to scale is acceptable) indicating the relationship between the primary resource(s) and any secondary resource(s), and the public road and neighboring properties. The site plan sketch shall include depiction of significant landscape features (such as hardscapes, plant materials, and structures), the main road, and any significant natural features such as creeks and rivers.
 - d. Two (2) copies of the relevant section of the appropriate USGS topographic map for each property.
 - e. Two (2) copies of sections of base maps highlighting individual property locations (see Maps, item 4, below).
2. **INTENSIVE DOCUMENTATION FILES:** Each documentation form shall record a single property, including primary and secondary resources, and shall require a single documentation form. The following materials shall be provided:
- a. Two (2) sets of hard-copy intensive-level documentation forms for each property documented at the intensive level (a minimum of eight (8) properties). The forms must adequately document the property, and shall include documentation of the interior of resource(s) as well as exterior. The contractor shall conduct data entry for these properties into the Data Sharing System (DSS) program used by DHR and local governments in Virginia. The documentation forms shall be printouts from the DSS program.

An adequate intensive-level documentation form includes:

1. A detailed physical description of the primary resource as well as a brief description of each of the secondary resources on the property (contributing and non-contributing).
 2. An evaluation of the property sufficient to place it in its local historical and architectural context, and a statement of significance including consideration of the property's potential to meet criteria for listing in the National Register of Historic Places and the Virginia Landmarks Register.
 3. If the property is located in a historic district that is listed in the National Register of Historic Places or the Virginia Landmarks Register, or in an eligible or potentially eligible historic district, the form shall state whether the property and resources are considered to be contributing or non-contributing within the historic district.
- b. Two (2) sets of 3½" x 5" black and white, archivally stable photos shall accompany the documentation forms, placed in neatly labeled DHR photo transparent sheets (4" x 6" black and white photos may be used if 3½" x 5" size photos cannot be obtained). The photos must adequately document the property, must be processed using black and white processing methods, shall have a glossy finish, and shall be labeled according to DHR requirements.

Adequate intensive-level photographic documentation includes:

1. A minimum of four (4) exterior photos showing different views of the primary resource, including primary façade(s), and secondary facades if accessible; **and**
 2. A minimum of four (4) interior views of the primary resource, depicting interior spaces and significant interior features such as mantelpieces, stairways, door and window trim, paint or graining treatments, etc.
 3. A minimum of one (1) exterior photo per contributing secondary resource, or for a group of secondary resources if they are located close together. Interior photos of secondary resources shall be taken if the interiors can be accessed and if they present significant architectural spaces, features or examples of construction.
 4. Photographs that sufficiently illustrate the architectural character of the resource(s). At least two (2) photographs shall be taken at close range, sufficient to show details of design, construction, or materials.
- c. Two (2) copies of a site plan sketch of each property (not to scale is acceptable) indicating the relationship between the primary resource(s) and any secondary resource(s), and the public road and neighboring properties. The site plan sketch shall include depiction of significant landscape features (such as

hardscapes, plant materials, and structures), the main road, and any significant natural features such as creeks and rivers.

- d. Two (2) copies of the relevant section of the appropriate USGS topographic map for each property.
- e. Two (2) copies of sections of base maps highlighting individual property locations, for the appropriate city (see Maps, item 6, below).

3. DOCUMENTATION MATERIALS PROCESSING:

- a. One (1) set of hard-copy documentation forms with accompanying site plan sketches, maps, and photographs shall be provided to DHR; one (1) set of hard copy documentation forms with accompanying site plan sketches, maps, and photographs shall be provided to the cities.
- b. Materials submitted to DHR for each of the documented properties shall be placed in DHR documentation file envelopes neatly labeled in pencil with five (5) consecutively numbered properties in each file folder for reconnaissance-level documentation files. Each intensive-level documentation package shall be placed in a single DHR documentation file envelope.

4. PHOTOGRAPHIC NEGATIVES:

One (1) set of all negatives produced by the documentation project shall be processed according to DHR standards and submitted to DHR upon completion of the project.

5. DIGITAL IMAGES:

In addition to the print images specified above, digital images adequately documenting the primary resource and a minimum of one (1) image per contributing secondary resource or group of secondary resources shall be provided. Digital images must sufficiently illustrate the architectural character of the resource; at least one (1) digital image shall be taken at close range. Images should be saved on a CD-ROM in a jpeg format at 100-150 dpi. An electronic file folder with the DHR resource number shall be created. Individual digital images shall be named according to the following convention; with the resource number and year the photo is taken (for example, “062-5003-0001_front_elevation_2005” and “062-5003-0001_barn_2005” would be included in the 062-5003-0001 property folder).

6. MAPS:

All documented properties shall be mapped, and labeled with the property name and documentation file number, on two (2) sets of base maps provided by the cities. The contractor shall provide one (1) set of labeled maps to DHR, and one (1) set to the

cities (one set to each city in which the property is located). Each map must clearly show each documented property labeled by address, property boundaries, street names, approximate scale, and a north arrow. Photocopies of sections of city base maps highlighting individual property locations shall be a part of each property documentation file.

In addition, one (1) set of appropriate USGS quadrangle map(s) showing the documented area in pencil shall be submitted to DHR.

7. INVENTORY:

An inventory that identifies each documented building in terms of whether it contributes or does not contribute to the historic character of the district shall be provided. The inventory shall be prepared according to guidelines for preparing an inventory for a National Register of Historic Places nomination form, and shall include property name and DHR resource number. The inventory list may be generated from the DSS records resulting from this project. Five (5) copies of the inventory shall be provided; one (1) copy shall be provided to DHR, and one (1) copy to each of the cities.

8. SURVEY REPORT:

The survey report shall be prepared according to current DHR guidelines, with modifications as noted below to suit the thematic nature of this project. In addition to general requirements for a survey report, it shall include:

- a. Evaluations of the properties documented, which must include recommendations for properties deserving intensive-level documentation but not documented at this level for the current study, and/or properties with potential for local government historic designation and/or for nomination to the National Register of Historic Places and the Virginia Landmarks Register.
- b. Recommendations for potential historic districts; recommendations for changes to existing historic districts, including those considered potentially eligible, eligible, or that are National Register-listed; recommendations for possible historic district boundaries; recommendations for archaeological surveys in a particular area, wherever appropriate; recommendations for significant historic view sheds which should be taken into account in planning for development; and recommendations for other additional work to be considered for future survey and planning efforts.
- c. The consultant shall submit the following:
 - o Fifteen (15) bound, illustrated² copies (three (3) copies to DHR; three (3)

²Illustrations are to be interspersed throughout the text. The author may choose to include clear photocopies of

- copies to each of the four cities participating in this project) of the final survey report. (Note: digitized photography may be used in the report).
 - Five (5) loose-leaf copies of the final survey report (one (1) to DHR; one (1) to each of the four cities participating in this project) for photocopying convenience.
 - Five (5) CD-ROMs (one (1) to DHR; one (1) to each of the four cities participating in this project), containing the final survey report written in MS Word.
- d. For this project, the survey manual shall also include the following information specific to study of the Sears kit house:
- Discussion of Sears kit house models as they relate to the properties documented, and statistical data including the number(s) of examples of various types represented in this study.
 - Placement and analysis of examples of Sears kit houses documented in the national context of the cultural popularity and prevalence of Sears kit houses.
 - Consideration of aspects such as location within the city and neighborhood, the historic siting of the houses and associated landscape features (to include circulation, hardscapes, and plant materials) and secondary resources, and analysis of these as representative of, or not typical of, the Sears kit house.
 - For properties documented at the intensive level, information shall be provided about the original owner and builder of the Sears kit houses where this information is available.
 - Studies that present current scholarship on Sears kit houses and urban and suburban residential neighborhoods shall be consulted for the report; the report bibliography shall reflect use of these sources.

FOR DOCUMENTATION AND SURVEY REPORT REQUIREMENTS: See the DHR website, employment and procurement opportunities page, for the current copy of DHR’s survey manual for architectural Cost Share projects, “*Guidelines for Conducting Architectural Cost Share Survey in Virginia, 2005-2006*” at http://www.dhr.virginia.gov/homepage_features/jobs2.htm. Please note that the survey manual is periodically updated, and that guidance in the survey manual that is in use when the contract for this project is executed will apply to work carried out under the contract.

9. GENERAL PRESENTATIONS:

In addition to the above products, during the initial and mid phases of the project, the contractor shall meet with DHR and representatives of the cities to discuss the

historic and current photographs, archival materials, maps, etc.

goals and progress of the project. The first meeting will be held by **Wednesday, November 30, 2005** and the second by **Wednesday, February 7, 2006**.

B. SURVEY PREPARATION

1. TRAINING:

If not previously trained in DSS, the contractor must attend a DHR training program in DSS prior to the first meeting with DHR and Town staff (training shall be coordinated with DHR's DSS Manager). Documentation materials and training information on use of the DHR's DSS database system shall be provided at that time.

2. BACKGROUND RESEARCH:

Prior to beginning fieldwork, it is expected that the contractor will review all existing materials relevant to the project area held by the DHR Archives, including earlier comprehensive surveys in the cities and the existing historic district nominations for districts in the cities. It is also expected that the contractor will examine all pertinent information related to the proposed areas in the governmental records for each of the cities. It is anticipated that the contractor will also carry out background research in other repositories, as necessary.

C. SCHEDULE (see also the Schedule Overview, attached)

- 1. The contractor must attend a meeting at DHR's Richmond office prior to the first meeting with DHR and staff from the cities**, which is to be held by **Wednesday, November 30, 2005**. The purpose of the meeting at DHR's Richmond office is to discuss the project with DHR staff. Training and information on the use of the DHR DSS Database system will be provided at that time, if needed. The contractor will receive survey packaging materials (file folders, negative sleeves, photo sleeves, etc.) at this meeting.

The meeting at DHR's Richmond office shall be coordinated by the contractor with DHR's Cost Share Coordinator, with DHR Archives staff to arrange for pick-up of survey packaging materials, and also with DHR's DSS Manager if the contractor does not have current knowledge of DSS and requires training.

- 2. The contractor must attend a meeting with DHR's Tidewater Region Preservation Office staff and representatives from the cities involved in this project no later than Wednesday, November 30, 2005** to discuss the project and the approach that will be taken to accomplish the required tasks. This will be the first of the two required project meetings with DHR and cities staff.
- 3. By Wednesday, January 4, 2006, the project must be at least twenty-five percent (25%) complete.** A sample of no less than twenty-five (25) draft

reconnaissance-level survey forms and two (2) draft intensive-level survey forms will be due to DHR and the appropriate cities for review by this date (draft DSS forms shall include site plan sketches, and also floor plan sketches for intensive-level packages; sample copies of photographs will also be required).

4. **By Wednesday, February 8, 2006, the project must be at least fifty percent (50%) complete.** By this date, the project's second required meeting with DHR and cities staff shall be held. The contractor shall meet by this date with DHR staff and representatives of the cities involved in this project to discuss the progress of the project. A sample of no less than twenty-five (25) draft reconnaissance-level survey forms and two (2) draft intensive-level survey forms, in addition to those provided according to item 3, above, will be due to DHR and the appropriate cities for review by this date (draft DSS forms shall include site plan sketches, and also floor plan sketches for intensive-level packages; sample copies of photographs will also be required). Also, an outline of the survey report, a draft of the report's introduction, historic contexts, and research design sections, a list of proposed illustrations for the report, and the current report bibliography will be due.
5. **By Wednesday, March 8, 2006, the project must be at least seventy-five percent (75%) complete.** By this date, all complete draft inventory packages and a draft survey report are due to DHR and to the cities.
6. **All final survey products (forms, maps, photographs, site plan sketches and floor plan sketches) and the final complete survey report must be received by DHR no later than close of business on Monday, May 8, 2006,** unless an alternative agreement has been negotiated with DHR. Final survey products will include revisions made as a result of review and comment on draft materials by DHR and the cities. During the period beginning Monday, May 8, 2006, to the close of the contract, final survey products and payments will be processed by DHR.

IV. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

A. GENERAL REQUIREMENTS:

1. In order to be considered for selection, offerors must submit a complete response to this RFP. One (1) original, so marked, and five (5) copies, so marked, of each proposal must be submitted to the DHR. The offeror shall make no other distribution of the proposal.
2. Proposal Preparation:
 - a. The proposal shall be signed by an authorized representative of the offeror. All information requested must be submitted. Failure to submit all information requested may result in the agency requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Mandatory

requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

- b. The proposal shall be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis must be placed on completeness and clarity of content.
 - c. Each copy of the proposal must be bound or contained in a single volume where practical. All documentation submitted with the proposal must be contained in that single volume.
 - d. Ownership of all data, materials, and documentation originated and prepared for DHR pursuant to the RFP shall belong exclusively to DHR and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protection of Section 2.2-4342 of the *Virginia Public Procurement Act* prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.
3. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the DHR. This provides an opportunity for the offeror to clarify or elaborate on the proposal. This is a fact-finding and explanation session only and does not include negotiation. The DHR will schedule the time and location of these presentations. Oral presentations are an option of the DHR and may or may not be conducted.

B. SPECIFIC PROPOSAL REQUIREMENTS:

Proposals must be as thorough and detailed as possible so that the DHR may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following items as a complete proposal:

- 1. The return of the RFP cover sheet, pricing schedule, contractor data sheet, and addenda, if any, signed and filled out as required. **(This constitutes the State form).**
- 2. The format of each proposal must contain the following elements organized into separate chapters and sections, as the offeror may deem appropriate:
 - a. Approach and Workplan: The proposal must address, in depth, the offeror's plan to meet the requirements of each of the tasks and activities outlined in the Statement of Needs of this RFP. The workplan must discuss the staffing level(s) required to complete each task, as well as the relative effort that each member of the proposed project team will devote to the project. The workplan

also must include a task-by-task schedule of the time required to complete the project. Workplan steps should be supported by the proposed hours the offeror agrees to commit to the project.

- b. Management Plan and Timetable:** The offeror must present a plan that clearly explains how it will manage and control all proposed activities and the resulting timetable. The firm must explain how the management and administrative processes will ensure that appropriate levels of attention are given so that work is properly performed and that milestones are met on a timely basis as proposed.

This section should set forth beginning and ending dates, deliverables, and major milestones for a proposed timetable that coincides with the proposed workplan.

- c. Project Team Qualifications and Experience:** This section must include the qualifications of the staff the offeror will assign to this project once selected. At a minimum, the proposal shall:
 - 1. Designate a Project Manager.**
 - 2. Include the organization, functional discipline, and responsibilities of project team members.**
 - 3. Provide a complete resume or description of each team member's education, professional experience, length of time employed by the offeror and/or a sub-offeror, and the length of time employed in this field of work.**
 - 4. Personnel named in the proposal shall remain assigned to the project throughout the period of the contract. No diversion or replacement may be made without submission of a resume of the proposed replacement with final approval of the DHR.**
 - 5. The offeror shall clearly state if it is proposing to subcontract any of the work herein. Names of subofferors are to be provided and by proposing such firm(s) or individuals, the offeror assumes full liability for the subofferor's performance.**
 - 6. Three (3) references for each individual to be assigned to this project.**
- d. Firm Experience and Capabilities/References:** The purpose of this section is to provide an overview of the offeror's company, and the offeror's commitment to the services set forth in this RFP.
 - 1. Summarize the organization structure and size of the company plus its date of organization and current principal place of business.**

2. Outline and briefly discuss the scope of services provided and the approximate percentage of the total business devoted to the type of services requested in this RFP.
3. The offeror must specify, in a similar manner with references, etc., the qualifications of any subofferors to be used in this proposed project.
4. Include a list or describe representative clients served, both nationally and by the local office focusing on clients similar in size and complexity to the County.
5. Provide the current name, address, telephone number, and email address of at least three (3) specific references the company has served either currently or in the past two (2) years; preferably those where one or more members of the project team provided the same or similar services as requested herein.

Each reference should indicate the scope of services provided to each referenced client.

- e. Provide a current workload list, which includes all projects currently in progress and those to which the offeror has committed themselves to performing in the future.
- f. Proposed price.

V. EVALUATION AND AWARD CRITERIA:

- A. **Evaluation Criteria:** Proposals will be evaluated by the DHR using the following criteria:

CRITERIA	POINT VALUE
A. Approach and Workplan	25
B. Management Plan and Timetable	15
C. Project Team qualification and experience	25
D. Firm experience and capabilities	10
E. Cost	25

- B. **Award Criteria:** Selection shall be made of two (2) or more offerors deemed to be fully qualified and best suited among those submitting a proposal on the basis of the evaluation factors included in the Request for Proposal, including price, if so stated in the Request for

Proposal. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror, which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The DHR may cancel this Request for Proposal or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. (Section 2.2-4359, *Code of Virginia*.) Should the DHR determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the offeror's proposal as negotiated.

To ensure that all the work is accomplished within the specified time frames, the DHR reserves the right to limit the number of contracts under DHR-sponsored documentation and planning cost share agreements to no more than two awarded to any one vendor for the same contract period.

- VI. OPTIONAL PRE-PROPOSAL CONFERENCE:** An optional pre-proposal conference will be held at **2:00 P.M. on Wednesday, October 12, 2005**, in the Director's Conference Room, Department of Historic Resources, 2801 Kensington Avenue, Richmond, Virginia 23221. The purpose of this conference is to allow potential Offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

While attendance at this conference will not be a prerequisite to submitting a proposal, Offerors who intend to submit a proposal are encouraged to attend. Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

VII. GENERAL TERMS AND CONDITIONS:

- A. eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION:** The eVA Internet electronic procurement solution, web site portal www.eva.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. All offers must register in eVA; failure to register will result in the proposal being rejected.

1. eVA Basic Vendor Registration Service: \$25 Annual Fee plus a Transaction Fee of 1% per order received. The maximum transaction fee is \$500 per order. eVA Basic Vendor Registration Service includes electronic order receipt, vendor catalog posting, on-line registration, and electronic bidding;
2. eVA Premium Vendor Registration Service: \$200 Annual Fee plus a Transaction

Fee of 1% per order received. The maximum transaction fee is \$500 per order. eVA Premium Vendor Registration Service includes all benefits of the eVA Basic Vendor Registration Service plus automatic email or fax notification of solicitations and amendments, and ability to research historical procurement data, as they become available.

- B. VENDOR'S MANUAL:** This solicitation is subject to the provisions of the Commonwealth of Virginia *Vendors Manual* and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the *Vendors Manual*. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at www.dgs.state.va.us/dps under "Manuals".
- C. APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). ADR procedures are described in Chapter 9 of the *Vendors Manual*. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.
- D. ANTI-DISCRIMINATION:** By submitting a proposal, offerors certify to the Commonwealth that they will conform to the provisions of the *Federal Civil Rights Act of 1964*, as amended, as well as the *Virginia Fair Employment Contracting Act of 1975*, as amended, where applicable, the *Virginians With Disabilities Act*, the *Americans With Disabilities Act* and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for

employment, notices setting forth the provisions of this nondiscrimination clause.

- b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting these requirements.
 2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- E. **ETHICS IN PUBLIC CONTRACTING:** By submitting a proposal, offerors certify that their proposal is made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- F. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By submitting a proposal, the offerors certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the *Federal Immigration Reform and Control Act of 1986*.
- G. **DEBARMENT STATUS:** By submitting a proposal, the offerors certify that they are not currently debarred from submitting offers on contracts by the Commonwealth of Virginia, nor are they an agent of any person or entity that is currently debarred from submitting proposals on contracts by the Commonwealth of Virginia.
- H. **ANTITRUST:** By entering into a contract, the contractor conveys, sells, assigns and transfers to the Commonwealth all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- I. **MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS**

Failure to submit a proposal on the official state form provided for that purpose shall be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a proposal.

J. CLARIFICATION OF TERMS: If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact Linda W. Arrington, VCO no later than five working days before the due date. Any revision to the solicitation will be made only by addendum issued by the buyer.

K. PAYMENT:

1. TO PRIME CONTRACTOR:

- a.** Invoices for items ordered, delivered, and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
- b.** Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c.** All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
- d.** The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e.** Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia*, § 2.2-4363.)

2. TO SUBCONTRACTORS:

- a.** A contractor awarded a contract under this solicitation is hereby obligated:
- 1.** To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Commonwealth of Virginia for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
 - 2.** To notify the agency and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.
 - 3.** Each prime contractor who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.

L. PRECEDENCE OF TERMS: The following General Terms and Conditions *VENDORS MANUAL*, APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS, CLARIFICATION OF TERMS, PAYMENT shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

M. QUALIFICATION OF OFFERORS: The Commonwealth of Virginia may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the work/furnish the item(s) and the offeror shall furnish to the Commonwealth of Virginia all such information and data for this purpose as may be requested. The Commonwealth of Virginia reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The Commonwealth of Virginia further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Commonwealth of Virginia that such offeror is properly qualified to carry out the obligations of the contract and to complete the work/furnish the item(s) contemplated therein.

N. TESTING AND INSPECTION: The Commonwealth of Virginia reserves the right to conduct any test/inspection it may deem advisable to assure supplies and services conform to the specification.

- O. ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth of Virginia.
- P. CHANGES TO THE CONTRACT:** Changes can be made to the Contract in any one of the following ways:
1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
 2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a. By mutual agreement between the parties in writing; or
 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or
 - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia *Vendors Manual*. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying

with the changes ordered by the Purchasing Agency or with the performance of the contract generally.

- Q. DEFAULT:** In the case of failure to delivery goods or services in accordance with the contract terms and conditions, the Commonwealth of Virginia, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that the Commonwealth of Virginia may have.
- R. NONDISCRIMINATION OF CONTRACTORS:** A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
- S. INSURANCE:** By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The bidder or offeror further certifies that the contractor and any subcontractors will maintain this insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:

1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.
2. Employer's Liability - \$100,000.
3. Commercial General Liability - \$1,000,000 per occurrence. Commercial General

Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.

4. Automobile Liability - \$1,000,000 per occurrence. (Only used if motor vehicle is to be used in the contract.)

VIII. SPECIAL TERMS AND CONDITIONS:

- A. **AUDIT:** The contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The Commonwealth of Virginia, its authorized agents, and/or auditors shall have full access to and the right to examine any of said materials during said period.
- B. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the Commonwealth of Virginia shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- C. **BID ACCEPTANCE PERIOD:** Any proposal in response to this solicitation shall be valid for 60 days. At the end of the 60 days the proposal may be withdrawn at the written request of the offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.
- D. **CANCELLATION OF CONTRACT:** The Commonwealth of Virginia reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 30 days written notice to the contractor. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- E. **IDENTIFICATION OF PROPOSAL ENVELOPE:** If a special envelope is not furnished, or if return in the special envelope is not possible, the signed proposal should be returned in a separate envelope or package, sealed, and identified as follows:

From: _____

_____ Name of offeror	_____ Due Date	_____ Time
_____ Street/Box No.	_____ IFB No./RFP No.	
_____ City, State, Zip Code	_____ IFB/RFP Title	
_____ Name of Contract/Purchase Officer or Buyer		

The envelope should be addressed as directed on Page 2 of the solicitation.

If a proposal not contained in the special envelope is mailed, the offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

- F. SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the agency with the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the contract.
- G. INVENTIONS AND COPYRIGHTS:** The contractor is prohibited from copyrighting any papers, interim reports, forms, or other material and/or obtaining patents on any invention resulting from their performance under this agreement, except upon the written direction of the Commonwealth of Virginia. The copyright or patent shall belong to the Commonwealth of Virginia.
- H. FREEDOM OF INFORMATION ACT:** Ownership of all data, material and documentation originated and prepared for the State is subject to public inspection in accordance with the *Virginia Freedom of Information Act*. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the *Virginia Freedom of Information Act*; however, the offeror must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.
- I. DRUG FREE WORKPLACE:**

Each of the following acts is prohibited by the contractor or his/her employees performing service under the terms of a contract resulting from this solicitation.

1. unlawful or unauthorized manufacture, distribution, dispensing, possession or use of alcohol or other drugs at the workplace.
2. impairment or incapacitation in the workplace from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).

By submitting a proposal, offerors certify that they understand these prohibitions, and if awarded a contract as the result of this solicitation, they will comply. They also understand that a violation of these prohibitions is a breach of contract and can result in default action.

- J. MINORITY/WOMEN OWNED BUSINESSES SUBCONTRACTING AND REPORTING:** Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such business to minority and/or women-owned businesses. If such SWAM subcontractors are used, the prime contractor agrees to report the use of SWAM subcontractors by providing the purchasing office at a minimum the following information: name of firm, phone number, total dollar amount subcontracted, category type (small, women, or minority-owned), and type of product/service provided.
- K. PRIME CONTRACTOR RESPONSIBILITIES:** The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
- L. OWNERSHIP OF DATA MATERIALS, AND DOCUMENTATION:** Ownership of all data, materials, and documentation originated and prepared for DHR pursuant to this RFP shall belong exclusively to DHR and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the *Virginia Freedom of Information Act*; however, the offeror must invoke the protection of Section 2.2-4342 of the *Virginia Public Procurement Act* prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.
- M. LIMITATION OF CONTRACTS AWARDED DURING CONTRACT PERIOD:** To ensure that all the work is accomplished within the specified time frames, the DHR reserves the right to limit the number of contracts under DHR-sponsored survey and planning cost share agreements to no more than two (2) awarded to any one vendor for the same contract period.

IX. METHOD OF PAYMENT:

The contractor shall submit invoices for the work performed according to the schedule outlined in section III. C., above. An invoice shall be provided at each of the following stages of the project:

- When the project has met the **twenty-five percent (25%) completion** point, by **Wednesday, January 4, 2006**;
- When the project has met the **fifty percent (50%) completion** point, by **Wednesday, February 8, 2006**;
- When the project has met the **seventy-five percent (75%) completion** point, by **Wednesday, March 8, 2006**;
- When **all final materials have been provided by the contractor to DHR**, by **Monday,**

May 8, 2006.

Each invoice shall be accompanied by a progress report. The progress report shall:

- List all tasks and deliverables required by the project;
- State the percentage complete as of the date of the invoice;
- Include an itemization of required services and products completed for that stage of the project;
- Reflect submission of materials to DHR, and to the cities as required, of materials as noted in section III. C., above, with an itemization of materials submitted and date of submittal.

Invoices accompanied by progress reports shall be submitted to:

Susan E. Smead, Architectural Historian and Cost Share Coordinator
Virginia Department of Historic Resources
Capital Region Office
2801 Kensington Avenue
Richmond, VA 23221

Payment on each invoice will be made by DHR within 30 days following receipt of each invoice, contingent upon acceptance of the services performed and acceptance of the required products for the period covered by the invoice. Please note that an incomplete invoice or incomplete progress report may cause delays in processing payment.

Copies of invoices and progress reports must be provided to the project administrator in the appropriate DHR Regional Office when they are provided to the Cost Share Coordinator.

X. PRICING SCHEDULE:

Total project price to include all mileage, phone, lodging, meals, copying, photography, etc. to provide services as described:

Lump Sum Price: \$_____

XI. ATTACHMENTS

- A. Contractor Data Sheet
- B. Schedule Overview
- C. Maps of the project areas (separate attachments)

ATTACHMENT A

CONTRACTOR DATA SHEET

1. **QUALIFICATIONS OF OFFEROR:** Offerors must have the capability and capacity in all respects to fully satisfy all of the contractual requirements.
2. **YEARS IN BUSINESS:** Indicate the length of time you have been in business providing this type of service. _____ years _____ months.
3. **REFERENCES:** Indicate below a listing of at least three (3) recent references for whom you have provided historic preservation related work. Include the date service was furnished and the name, address, phone number, and email address (if available) of the person the purchasing office has your permission to contact.

	Client #1	Client #2	Client #3
Name			
Address			
Contact Person			
Telephone			
Email Address (if available)			
Date of Service			

ATTACHMENT B

SCHEDULE OVERVIEW

See section III., C. above for information about materials due at 25%, 50%, and 75% completion stages for this project.

Wednesday, September 28, 2005	RFP issued.
Wednesday, October 12, 2005	Optional pre-proposal conference at 2:00 P.M., at DHR's Richmond Office, 2801 Kensington Avenue, Richmond VA 23221.
Tuesday, October 25, 2005	Deadline at 11:00 A.M. for receipt of proposals in DHR's Administrative Services Division Office, 10 Courthouse Avenue, Petersburg, VA 23803.
Wednesday, November 30, 2005	First meeting with contractor, DHR, and representatives from cities involved in this project to be held by this date (location to be determined). Preliminary meeting at DHR's Richmond office to be held by this date and prior to the first project meeting.
Wednesday, January 4, 2006	Project to be twenty-five percent (25%) complete by this date.
Wednesday, February 8, 2006	Second meeting with contractor, DHR, and representatives of cities participating in the project to be held by this date (location to be determined). Project to be fifty percent (50%) complete by this date.
Wednesday, March 8, 2006	Project to be seventy-five percent (75%) complete by this date.
Monday, May 8, 2006	All complete final documentation packages and a complete final survey report are due to DHR and the cities by this date.

ATTACHMENT C

MAPS OF THE PROJECT AREAS

Maps of the cities of Norfolk, Portsmouth, Suffolk, and Virginia Beach are provided separately – they are posted as Adobe PDF files on the DHR web site and provided as a separate attachment to this RFP.